



## **"CURRENT COMPANY CHARACTERISTICS"**

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone #:** (\_\_\_\_) \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Principle Owners and Officers:**

**Name**

**Title**

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1. Provide a history of your company, including the type of product(s) and service(s) provided. Provide five (5) copies of brochures of literature regarding your products/services.
2. Name all competitors within the tri-county area (Harvey, Butler and Sedgwick).

3. What are the long term **expansion plans** for your company?

## CURRENT EMPLOYMENT

4. Do you have a current, approved, **EEO/AA Plan on file** with the City's Purchasing Department? \_\_\_\_Yes; \_\_\_\_No;

**(Applicants must provide an acceptable EEO/AA plan on a yearly basis. Failure to do so will result in the elimination of benefits. The City's Purchasing Department will provide the necessary documents to file an EEO/AA.)**

5. Provide name of administrative contact in your company who has oversight of Personnel or Human Services. Include name, address, telephone number and FAX number.
6. Provide a breakdown of **current employees by race, sex,** and salary summarizing total employment for both full-time and part-time employees. Indicate in the summary their full or part-time status.

## ENVIRONMENT

7. Is your company involved in any polluted areas? If so, provide the location of the polluted area, including the type of pollution and your company's involvement.

8. Has your company been responsible for any local pollution? In the manufacturing process, are hazardous chemicals or processes used?
9. Does your product pose or create an environmental hazard when it is destroyed or discarded?
10. Where and how is your waste collected, and disposed of?

### EXISTING FACILITY

11. How large is your **present facility**? Include square footage of office space; manufacturing space; and warehouse space. (Please include sketches, drawings, etc.)
12. List the location(s) of any other facilities your company owns.

### FINANCIAL/TAXES

13. Provide the following information on **all past tax exemptions/abatements** your company has been granted: term of exemption; on what; from whom; and the number of exemptions granted.

14. If previous exemptions or abatements have been granted, when will they expire?
15. What are your company's present real estate property taxes and personal property taxes for the last three (3) years. Provide copies of tax statements for the last three (3) years. Provide the amount of real and personal taxes for each year and calculate the amount of taxes paid to each of the taxing entities; county, city, each school district, etc. for each of the last three (3) years.
16. Are all real and personal property taxes current to this date?
17. Was your company in the City's Enterprise Zone prior to January 1, 1993? YES\_\_\_\_\_ NO\_\_\_\_\_

If so, did your company use any of the following benefits provided for being in the zone?

- Sales Tax: on building \_\_\_\_\_; on machinery \_\_\_\_\_.
- \$350 tax credit for each new employee: YES\_\_\_ NO \_\_\_.
- # of employees: \_\_\_\_\_
- \$500 tax credit for each new employee qualifying under the federal targeted job tax credit: YES\_\_\_ NO\_\_\_.
- \$350 tax credit for each \$100,000: YES\_\_\_ NO\_\_\_>  
How much investment: \$\_\_\_\_\_.

18. Is your company using any of the following benefits provided for being in the Metropolitan Sedgwick County Enterprise Zone that has been in effect since January 1, 1993? YES\_\_\_ NO\_\_\_
19. Provide a copy of financial statements for the past three years.



GO TO: "CURRENT EXPANSION  
PROJECT"